

Legislative Affairs and Policy Director

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Elyse Fenneman at EFenneman@spd.IN.gov and Mark Wuellner at MaWuellner@ihcda.IN.gov with the title of the position in the e-mail subject line.

Additionally, candidates will also need to apply to job ID 584211 via the state's job bank at www.IN.gov/spd . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCD's Indianapolis headquarters and applications are being accepted until further notice.

Please see next page for job description.

Title	Legislative Affairs and Policy Director	Exempt
Reports to	Deputy Executive Director, General Counsel & Chief of Staff	
Supervises	None	Date last revised: Feb 2013
Summary	The Legislative Affairs and Policy Director contributes to the IHCDCA mission by working with executive staff to develop and communicate IHCDCA's short and long-term policy agenda. The Director will serve as the key liaison with the State legislators, the Indiana delegation in the federal legislature, relevant offices within the state executive branch, and the other key stakeholders and advocacy groups.	
Evaluation of performance	Performance will be evaluated based on achieving key outcomes described in this job description, including specific goals, deadlines, and other quality indicators; working effectively in a team environment; interacting positively with partners and demonstrating customer service; and working efficiently and effectively within required specifications, policies, and standards established by IHCDCA and its associated governing entities.	
Key outcomes expected	<p><u>Non-Programmatic Responsibilities</u></p> <ul style="list-style-type: none"> • Develop understanding of IHCDCA, its mission and its work • Be proficient enough with all IHCDCA programs and initiatives at a level that allows Director to carry out the duties set forth below at a high level. • Work closely with executive staff to set IHCDCA's short and long-term policy agenda and legislative goals • Coordinate efforts with industry-based coalitions and outreach to potential allies on issues of mutual interest • Educate and provide technical assistance to elected officials about IHCDCA programs and initiatives • Collaborate with Director of Research and Innovation on research, data projects, white papers, etc. which could impact IHCDCA's policy or legislative positions, or which could serve to better advance or communicate IHCDCA's message. • Collaborate with the Director of Marketing and Communications and staff on constituent services or public relations issues arising during duties. • Review and keep updated guidelines for IHCDCA staff related to interaction with elected officials • On occasion, write legislative updates or summaries of previous legislative session for distribution by IHCDCA • Promote and conduct policy training for community organizations and other interested groups related to IHCDCA initiatives. • Recommend to executive staff methods to extend the reach of IHCDCA's policy agenda. • Participate in organizational strategic planning activities <p><u>State Legislative Responsibilities</u></p> <ul style="list-style-type: none"> • Help identify and develop the IHCDCA's state legislative agenda and priorities, and formulate strategies that create opportunities for the IHCDCA to advance these priorities. • Monitor, understand, analyze and track legislation and budget initiatives that impact or could impact the IHCDCA; keep appropriate internal stakeholders apprised of any related bill activity, movement or amendments. • During session, and other times as necessary, brief GC on legislative or policy matters potentially impacting IHCDCA. Briefing will be more than simply a listing of bills and where they are in the process – Director expected to understand bills and provide an opinion on what impact, if any, bill might have on IHCDCA, its partners, constituents and/or other 	

	<p>groups.</p> <ul style="list-style-type: none"> • Conduct research, analysis and make recommendations on legislative and policy issues; consult and work with appropriate IHCDAs departments and the Lieutenant Governor's Office to prepare positions on legislation. • Negotiate with members of the State Legislature regarding the IHCDAs legislative positions. • Prepare briefings, legislative memos, testimony and correspondence for the IHCDAs Executive Director, IHCDAs program managers or others who might have roles within the legislative process. • Assist LSA in the development and drafting of bills and on fiscal impact of IHCDAs-related legislation. • Maintain and develop positive relationships with members of the Indiana House of Representatives and Senate and their legislative assistants. Serve as their point of contact and answer inquiries regarding IHCDAs policies and procedures and brief legislators on changes affecting their districts. Serve as intermediary between legislators and IHCDAs constituent services liaison on constituent issues. <p><u>Federal Legislative Responsibilities</u></p> <ul style="list-style-type: none"> • Maintain and develop positive relationships with the Indiana Congressional delegation. Serve as their point of contact and answer inquiries regarding IHCDAs policies and procedures and brief legislators on changes affecting their districts. Serve as intermediary between legislators and IHCDAs constituent services liaison on constituent issues. • Develop a strategic plan to expand IHCDAs legislative activity at the federal level, with components including education of members of the Indiana delegation, interaction with the National Council of State Housing Agency (NCSHA) and how to expand advocacy. • Participate in NCSHA federal liaison conference calls and meetings. Work with other State Housing Finance Authorities to develop best practices or improvements for Indiana. • Understand and stay current on budgetary, sequester, continuing resolution issues and the like which could impact IHCDAs federal funding; work with affected IHCDAs program managers to understand and prepare for the impact of such federal budgetary issues; advise executive staff, and advocate for IHCDAs interests at the federal level. <p><u>Liaison/Partnership Development Responsibilities</u></p> <ul style="list-style-type: none"> • Strengthen and deepen connections with existing IHCDAs partners (i.e. INCAA) • Create new connections with potential partners who work on issues on which IHCDAs should have a seat at the table. These may be historically non-traditional IHCDAs initiatives (i.e. Indiana Department of Child Services runs the foster care system; IHCDAs research has shown 70% of foster children end up in homeless after exiting the foster system. Because IHCDAs runs the state's homeless prevention initiatives, IHCDAs needs to be involved in discussions with DCS and DCS's traditional mix of partners on fixing these problems). • Represent the IHCDAs at public and private meetings with elected officials, community groups, and others as necessary. • Serve as IHCDAs Legislative Liaison relative to other State agencies and executive branch offices. Maintain close, positive working relationship with Lieutenant Governor's Director of Legislative Affairs. • Other duties as assigned
Knowledge, Skills and Abilities (KSA)	<ul style="list-style-type: none"> • Buys into IHCDAs mission and strategic priorities. • Demonstrate excellent written and verbal communication skills by preparing briefings, legislative memos, testimony and correspondence • Experienced and effective public speaker and presenter. • Excellent problem-solving skills, organizational skills and attention to detail. • Flexibility, creativity and ability to work well under pressure.

	<ul style="list-style-type: none"> • Proven track record of successful advocacy and winning legislative battles • Proven current relationships with elected officials, agency heads and policymakers. • Deep knowledge of the Indiana state legislative process. • Proficient knowledge of federal legislative process. • Ability to make quick decisions, compromise positions, manage time wisely, work independently, and relate information effectively. • Ability to analyze, synthesize, and clearly communicate complex and technical scientific research and issues. • Knowledge of congressional budget and policy processes relative to housing and community development issues. • Knowledge of current housing and community development issues preferred. • Skill in speaking in public forums and chairing meetings. • Must be able to handle delicate and sensitive situations with professionalism. • Must be able to develop and maintain relationships while executing difficult tasks. • Proactive in anticipating and alerting others to problems with projects or processes. • Able to effectively communicate with a variety of individuals with diverse backgrounds, education, and economic levels. • Demonstrates high-level customer service orientation. • Able to think logically and analytically. • Proactive in anticipating and alerting others to problems with projects or processes. • High detail orientation and accuracy. • Able to coordinate multiple requests and meet multiple deadlines. • Able to work well in a team environment and as part of a team.
Education, experience, degrees, licenses, etc.	<p>Master's Degree in public affairs, public policy, public management or related field</p> <p>4+ years of experience working within the legislative process, preferably within the Indiana State Legislature and/or executive branch offices or leading a legislative agenda.</p> <p>Experience in policy formulation and analysis as well as comprehensive knowledge in the substantive policy areas within IHCD's mission</p> <p>Strong understanding of state regulatory processes</p> <p>Strong commitment to public service</p>
Work environment and physical demands	<p>Work is performed in an office environment.</p> <p>Must be able to work proficiently with computers and other office equipment.</p>

IHCDA is an Equal Employment Opportunity employer and will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, disability or veteran status. IHCDA will take affirmative action to ensure that all qualified applicants receive consideration for employment and employees are treated during employment, without regard to their race, color, religion, sex, national origin, disability or veteran status, including, but not limited to, employment, promotion, transfer, recruitment, layoff, termination, rates of pay, and selection for training.